



Guidelines for Move-out

1. Students must make reservation with the office at least three working days before moving out.
2. Students must move-out and return key card within the appointed move-out hours (for e.g., office hour from Monday to Friday, except public holidays).
3. The entire move-out procedure includes:
 - a) Make reservation with college general office.
 - b) Students pack all personal belongings, clean up their room and restore the room back to its original condition.
 - c) College staff check the room condition on the appointed date and time together with the student
 - d) Submit the “Move-out form” and “Equipment check list”.
 - e) Return room key card and any other UM properties.
 - f) Store the packed luggage at the designated area if needed.
4. All personal belongings and garbage in room and common areas should be removed before moving out.
5. A cleaning fee plus garbage removal fee may be imposed if the room is found unclean or unable to be restored back to its original condition.
6. If any damaged/lost item is found, student shall bear the fine for the damaged or lost item.
7. Students must leave the room after the entire move-out procedure is completed.
8. All unclaimed items in rooms and common areas shall be discarded. The College bears no responsibility for any lost.